

INDIAN AFFAIRS RECORDS SCHEDULE

1400 Series

LEGAL

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 1400

Legal

- 1400-P5 Program Correspondence and Policy/Directives Files
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- a. Program Correspondence Files – Official Files
Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Legal program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.
- Filing Arrangement:** Arrange alphabetically by subject.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.
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- b. Program Policy/Directives Master Set with Case History Files – Official Files
Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Legal program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by subject then chronologically.
- Official File:** Office(s) with primary responsibility.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1401-P5 [Investigative and Litigation Case Files](#)

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Contents: Records include documents for legal proceedings affecting the Bureau of Indian Affairs as well as investigation report, statement of claim, limitation report, pleading, deposition, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained by Central Office, Congressional & Legislative Affairs Office.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1402-P5 [Legal Activity Report Files](#)

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Contents: Records include periodic reports on legal activities at the Regional Office level. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Central Office.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when the report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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1403-P5 [Court of Indian Appeals Case Files](#)

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Contents: Records include documents relating to the Court of Indian Appeals under 25 CFR 111 – Annuity and other per capita payments, as well as appeal decisions of Court of Indian Offenses established at the agency within the jurisdiction of the Regional Office. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by case number.

Official File: Record copy maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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- 1404-P5 [Litigation Support Funding Files](#)
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- Contents:** Records include tribal applications and requests to provide funding for litigation support and funds to hire a private attorney as well as narratives describing the intended use of funds, tribal resolution, copy of court decision, correspondence from Bureau/Department official, tribal financial statements and other relevant information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange alphabetically by tribe then chronologically.
- Official File:** Record copy maintained by Central Office, Office of Trust Responsibilities.
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when application decision is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.